
DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Vocational Rehabilitation Program, including Supported Employment Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program, updated July 1, 2005, Elizabeth Smith. Also available on DRS Web site.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Aileen Colorado. Also available on DRS Web site.

Virginia Department of Rehabilitative Services flyer, revised 10/04, Aileen Colorado. Also available on DRS Web site.

DRS Business Services Packet, revised 2001, Aileen Colorado.

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised January 2004, Scott Fraley. Also available on DRS Web site.

Long Term Employment Support Services Guide, revised January 2005, Jack Hayek or Judy Hill.

New Counselor Skills Supervisor's Checklist, revised 2004, Susan Burns.

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten.

Self Employment Enterprise Handbook, issued 1999, Sherry Hailey or Lawrence Roberts. Also available on DRS Web site.

School to Work Transition Services fact sheet, issued 2002, Erica Lovelace. Also available on DRS Web site.

The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and \$.15 each additional page (number of pages varies by policy), Liz Smith. Also available on DRS Web site.

Training and Facilities Manual, Erica Lovelace for colleges, Carrie Worrell for ESOs, Kenna Bayer for Occupational Training vendors, Patricia Goodall for Life Skills Services vendors, and Theresa Preda for Employment Services Organizations that provide Independent Living Services.

Services Reference Manual, Robert Johnson or Carrie Worrell.

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2005 through September 30, 2008

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2002.

Personal Assistance Services Program Guidance Documents, Mary-Margaret Cash (also available on DRS Web site):

Personal Assistant Services Policy Manual, revised 2004.

Personal Assistance Services brochure, issued March 2000.

Personal Assistance Services fact sheet, issued March 2000.

Consumer and Personal Assistant Handbook, issued October 2001.

Brain Injury Services Program Guidance Documents, Patricia Goodall (also available on DRS website):

Brain Injury Direct Services (BIDS) Fund: BIDS Application Form; BIDS Eligibility Criteria, both revised September 2005,

Life Skills Services: Application for Vendorship; Application for Vendorship Cover Letter; Purchase of Services Agreement for the Provision of Life Skills Services, all revised August 2005.

Psychology Services: Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005.

Registry Operations: At a Glance; Program Highlights, both revised November 2005. Virginia Central Registry for Brain Injury and Spinal Cord Injury – Hospital Reporting Form; Virginia Central Registry for Brain Injury and Spinal Cord Injury – Self Report Form, both revised 2004.

Consumer Service Fund Guidelines and Application, revised September 2003, Sandra Prince, Assistive Technology Loan Fund Authority. Also available on ATLFA Web site at www.atlfa.org

Disability Services Boards Member Handbook, issued October 2001, Sheila Williams.

Rehabilitation Services Incentive Fund Guidelines and Application, revised December 2004, Sheila Williams.

Human Research Procedures Manual, issued August 2003, Liz Smith or Myra Owens. Also available on DRS Web site.

Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

General Admissions Criteria, Greta Hedberg.

Medical Services Guidance Documents, Paige Moore:

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

Vocational Services Guidance Documents, Kathy Trossi:

PERT Manual, revised November 2004.

Student Life Guidance Documents, Bob Edmiston:

Student Handbook, revised April 2003.

Other WWRC Guidance Documents:

WWRC Services listing/fee schedule, revised every 2 years, Greta Hedberg.

WWRC Guide to Programs and Services, revised 2005, Kathy Trossi.

Psychology Services: Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005, Dr. Fred Capps.

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole.

Unified Case Management Operations Manual, revised November 2003, Tom Blosser.